



CITY COUNCIL

AGENDA REQUEST

AGENDA OF:	09-20-11	AGENDA REQUEST NO:	III-D
INITIATED BY:	KIMBERLY TERRELL, PARKS DEVELOPMENT MANAGER	RESPONSIBLE DEPARTMENT:	PARKS & RECREATION DEPARTMENT
PRESENTED BY:	KIMBERLY TERRELL, PARKS DEVELOPMENT MANAGER KDT	DEPARTMENT HEAD:	JIM BROWNE, DIRECTOR OF PARKS & RECREATION JB
		ADDITIONAL DEPARTMENT. HEAD (S):	N/A
SUBJECT / PROCEEDING:	RIGHTS-OF-WAY MOWING CONTRACT WITH HOUSTON GROTECH SERVICES		
EXHIBITS:	CONTRACT SIGNATURE PAGE LETTER FROM HOUSTON GROTECH SERVICES		
CLEARANCES		APPROVAL	
LEGAL:	EUGENIA CANO, ASSISTANT CITY ATTORNEY EAC	ASST. CITY MANAGER:	N/A
PURCHASING:	TODD REED, PURCHASING MANAGER TR	ASST. CITY MANAGER:	KAREN DALY kd
BUDGET:	JENNIFER BROWN, BUDGET & RESEARCH DIRECTOR JB	CITY MANAGER:	ALLEN BOGARD kd FOR AB
BUDGET			
EXPENDITURE REQUIRED: \$		163,510.00	
CURRENT BUDGET: \$		230,000.00	
ADDITIONAL FUNDING: \$		N/A	
RECOMMENDED ACTION			
Award a contract with Houston Grotech Services in the amount of \$163,510.00 for right-of-way mowing services.			

EXECUTIVE SUMMARY

In accordance with the Streetscape Policy, the City mows unimproved rights-of-way (ROW) and ditches at varying frequencies to ensure compliance with the City's high weed ordinance.

Funding for the program is part of the FY12 budget and will be available in the Parks & Recreation operations budget.

The following bids were received:

Vendor	Base Bid
Houston Grotech Services	\$163,510.00
Bio Landscape	\$229,849.72
3BT	\$1,369,436.00
D-Bar Contractors	\$325,056.00
Landscape Images of Texas	\$182,384.16
Maldonado Nursery & Landscaping	\$249,278.00

The Parks and Recreation Department has contracted with Houston Grotech Services the last three fiscal years for parks landscape management services. Parks & Recreation Department Staff met with Grotech after the bidding process to discuss the existing Parks landscape management contract and the additional work in the scope of the right-of-way mowing and landscape contracts. We have found the company to be qualified to provide these services and, therefore, recommend that the City Council authorize and award a contract with Houston Grotech Services in the amount of \$163,510.00 for right-of-way mowing services. The recommended amount is a 47% decrease over the contract extension approved in October 2010. According to the vendor, this competitive pricing is a result of achieving some economies of scale with the company's largest contracts being in the Fort Bend area.

The contract is for a period of one year beginning October 1, 2011 through September 30, 2012 with the option to extend this contract for four additional one-year terms.

EXHIBITS

CITY OF SUGAR LAND
STANDARD CONTRACT FOR GENERAL SERVICES
Over \$50K - Form Revised 5/17/10

I. General Information and Terms.

Contractor's Name and Address: Seril Inc. dba Houston Grotech Services
P.O. Box 10235
Houston, TX 77206

Description of Services: Right-of-way Mowing Services

Maximum Contract Amount: \$163,510

Effective Date: October 1, 2011

Termination Date: (See III C) September 30, 2012

Renewal: The City of Sugar Land may extend this Contract upon the same terms and conditions, including prices established hereunder, for four additional one-year terms by notifying the Contractor in writing of the extension at least 30 days prior to the date the Contract would otherwise terminate.

Contract Parts: This Contract consists of the following parts:

- I. General Information and Terms
- II. Signatures
- III. Standard Contractual Provisions
- IV. Additional Terms or Conditions
- V. Additional Contract Documents

II. Signatures. By signing below, the parties agree to the terms of this Contract

CITY OF SUGAR LAND

CONTRACTOR:

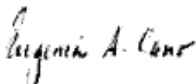
City Manager or Assistant City Manager

By: 

Date: _____

Date: 9-14-11

Reviewed for Legal Compliance:



HOUSTON GROTECH SERVICES

P.O. BOX 10235, HOUSTON, TEXAS 77206-0235
OFFICE (713)937-0132 || FAX (713)691-3314

September 7, 2011

Jason Poscovsky
City of Sugar Land
2700 Town Center Blvd. North
Sugar Land, Texas 77479

RE: Landscape Beautification, Right-of-Way Mowing and Facility Landscape
Maintenance Contracts

Dear Mr. Poscovsky:

Please accept this letter as confirmation that our company is able to provide all the required service levels detailed in the above referenced contracts. Further, the combination of this work with our existing parks maintenance contract provides basis for increased levels of staffing with corresponding improvements in inspection and oversight. We have worked for The City of Sugar Land for many years in various capacities and welcome this newest opportunity to serve you.

Please do not hesitate to contact me should you have any questions with regard to our company or our commitment to this important work.

Sincerely,



Todd A. Minnis
President

TM:rf